



## **OVERSEAS TRAVEL REQUEST PROCEDURES**

Agencies requesting to conduct training overseas are required to follow this procedure:

Contact your Cal OES Grant Unit POC at least 150 days prior to training for approval on use of Homeland Security Grant funds to support an overseas training event. This can either be in a formal letter or email detailing the training attending, location and expected training outcomes for your agency. Once your agency receives approval from Cal OES, Grants Section continues to the next steps.

120 days prior to training agency needs to submit to training division on agency letterhead (see example) an official request to participate in training overseas. This letter needs be signed by a senior management person. (City Mayor, Police or Fire Chief, Senior Official). Attach to above request the following on separate cover letter: (see example)

- Name/address/contact information of training provider.
- Agenda of day to day activities.
- Breakdown of cost per individual attending training as follows:
  - Registration/Tuition-this may also include meals, transportation, travel insurance, training, and round trip airfare.
  - Round Trip Airfare
  - Car Rental
  - Hotel
  - Per Diem

Then please go to:

<http://www.calema.ca.gov/trainingandexercises/pages/training.aspx> training division page and submit a training request form to generate the federal tracking number your grant personnel will need to apply for reimbursement.

Entire package will then be reviewed by training division if complete, then endorsed and forwarded to the Department of Homeland Security (DHS) Training Division for approval. (Overseas travel approval may take 30-60 days). Once approved your agency will be notified.